

State of California  
DUTY STATEMENT

MSH3002 (Rev. 9/26/16)

Department of State Hospitals

Box reserved for Personnel Section

|  |                           |                                     |                         |                      |
|--|---------------------------|-------------------------------------|-------------------------|----------------------|
| <b>RPA Control No.#</b>  |                           | <b>C&amp;P Analyst Approval</b>     |                         | <b>Date</b>          |
| <b>Employee Name:</b>  |                           | <b>Division</b><br>DSH-Metropolitan |                         |                      |
| <b>Position No / Agency-Unit-Class-Serial</b><br>487-  |                           | <b>Unit</b>                         |                         |                      |
| <b>Class Title</b><br>Psychologist- Safety   |                           | <b>Location</b>                     |                         |                      |
| <b>SUBJECT TO CONFLICT OF INTEREST CODE</b><br><input type="checkbox"/> Yes <input checked="" type="checkbox"/> No | <b>CBID</b><br><b>R19</b> | <b>WORK WEEK GROUP</b><br><b>E</b>  | <b>PAY DIFFERENTIAL</b> | <b>WORKING HOURS</b> |

The Department of State Hospital's mission is to provide evaluation and treatment in a safe and responsible manner, and seek innovation and excellence in hospital operations, across a continuum of care and settings. You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the department to meet these goals and provide the highest level of service possible. Your efforts to treat others fairly with dignity and respect are important to everyone with whom you work.

**BRIEFLY DESCRIBE THE POSITION'S ORGANIZATIONAL SETTING AND MAJOR FUNCTIONS**

The unit psychologist is responsible for providing services to the residents of their assigned unit to include individual and group therapy, behavioral interventions, treatment planning and crisis management.

| % OF TIME PERFORMING DUTIES | INDICATE THE DUTIES AND RESPONSIBILITIES ASSIGNED TO THE POSITION AND THE PERCENTAGE OF TIME SPENT ON EACH. GROUP RELATED TASKS UNDER THE SAME PERCENTAGE WITH THE HIGHEST PERCENTAGE FIRST; PERCENTAGE MUST TOTAL 100%. (Use additional sheet if necessary.)   |
|-----------------------------|---|
| 45%                         | <p><b><u>ESSENTIAL FUNCTIONS</u></b></p> <p>PSYCHOLOGICAL SERVICES</p> <p>Psychologists will carry a caseload of patients as part of a treatment team, or as assigned and directed by the Senior Psychologist.</p> <ul style="list-style-type: none"> <li>• Complete Quarterly Psychology Notes for <i>caseload</i></li> <li>• Attend and participate in all Treatment Conferences for <i>caseload</i></li> <li>• Attend and participate in risk management meetings for the patients on <i>caseload</i></li> <li>• Complete all Transfer/Acceptance Summaries for <i>caseload</i></li> <li>• Ensure psychology input is provided &amp; documented in the treatment plans for <i>caseload</i></li> <li>• Provide Check In/1:1 Psychotherapy/Preventative treatment for caseload, as needed</li> <li>• Provide psychology coverage for other psychologists as requested</li> <li>• Assist with crisis intervention on the unit</li> <li>• Psychologists will complete Psychology Admission Assessments and related documents by the 7-day Treatment Planning Conference and provide assessment findings and recommendations for treatment</li> <li>• Psychologists will provide a minimum of 10 hours per week of face to face patient service contact per week. Services include assessment, crisis intervention, behavior intervention, risk management, group treatment, and individual therapy.</li> </ul> |

35%

## PSYCHOLOGICAL ASSESSMENTS

- Administer, score and interpret psychological measures to assess the following primary areas: violence risk, suicide risk, diagnostic clarification/differential diagnosis, and cognitive functioning
- Consult with, refer to, and follow up with neuropsychology when appropriate
- Assess patients and make recommendations on admission, transfer, discharge, and to determine appropriate therapeutic interventions
- Provide behavior/functional analysis and complete behavior guidelines and recommendations for behavior intervention as needed.

## **MARGINAL FUNCTIONS**

15%

### TRAINING/MEETINGS

- Attend and participate in all staff and professional meetings including monthly Psychology staff meeting, medical staff meeting, medical staff committee meetings, and other meetings as required
- Attend and participate in morning report
- Attend and participate in all mandatory training

5%

All other duties and special projects as assigned consistent with this classification

- Provide consultation, as needed (i.e. for difficult cases that may benefit from behavioral intervention, diagnostic clarification, psychological treatment, etc.)
- Serve as consultants within the facility or to other agencies and groups. May work with community groups to develop supportive resources and conduct mental health education.
- Bill for appropriate psychological services
- Provide staff training on treatment needs of patients and assist in the development of services that would address such patients' needs

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| Other Information | <p><b>SUPERVISION RECEIVED</b><br/>The Senior Psychologist provides supervision for all unit-based psychologists.</p> <p><b>SUPERVISION EXERCISED</b></p> <ul style="list-style-type: none"> <li>• Provide supervision for pre-doctoral psychology interns as requested</li> <li>• Provide supervision/consultation for practicum students and volunteers as requested</li> </ul> <p><b><u>KNOWLEDGE AND ABILITIES</u></b></p> <p><b>KNOWLEDGE OF:</b></p> <ul style="list-style-type: none"> <li>• Current psychological treatment and research for the population in the civilly committed population, including trauma-informed care, psychosis, Cognitive impairment, and personality disorders</li> <li>• Evidence-based therapeutic and rehabilitative interventions including risk management, group treatment, and individual therapy</li> <li>• Development and implementation of behavioral plans</li> <li>• Psychosocial Rehabilitation and Recovery, human development, motivation, personality, learning theory, culture and diversity</li> <li>• Methods for psychological assessment and behavior change</li> <li>• Characteristics and social aspects of mental disorders, severe and persistent mental illness and developmental disabilities</li> <li>• Professional and ethical standards</li> </ul> <p><b>ABILITY TO:</b></p> <ul style="list-style-type: none"> <li>• Work effectively with patients with severe and persistent mental illness</li> <li>• Collaborate with members of other disciplines in an inpatient treatment setting</li> <li>• Select, administer and interpret psychological tests and measures</li> <li>• Integrate test data and write assessment reports that effectively inform the Treatment Planning process</li> <li>• Facilitate Treatment Planning in a multidisciplinary treatment setting</li> <li>• Teach functional skills in a group setting</li> <li>• Communicate effectively</li> <li>• Access and utilize basic word processing software and hospital databases</li> <li>• Teach and participate in professional training</li> <li>• Conduct job duties according to the Board of Psychology's Professional Code of Conduct</li> </ul> <p><b><u>REQUIRED COMPETENCIES</u></b></p> <p><b>PHYSICAL</b><br/>The incumbent must possess the necessary physical, mental and cognitive abilities to perform the highly specialized analytical work needed to carry out the essential duties of the position. This includes, but is not limited to working with computer software and hardware, bending, stooping, twisting, walking on irregular surfaces, pushing and pulling up to 25 pounds, lifting and carrying up to 25 pounds, and repetitive fine motor and hand motion.</p> <p><b>SAFETY</b><br/>Actively supports a safe and hazard free workplace through practice of personal safety and vigilance in the identification of safety or security hazards, including infection control.</p> <p><b>CULTURAL AWARENESS</b><br/>Demonstrates awareness to multicultural issues in the workplace, which enables the employee to work effectively.</p> <p><b>CPR</b></p> |
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Maintains current certification.

**SITE SPECIFIC COMPETENCIES**

**CLINICAL:**

Clinical competency in diagnosis, psychological assessment, behavioral planning, treatment planning, and group and individual therapeutic services.

**TECHNICAL PROFICIENCY (SITE SPECIFIC)**

- Provide supervisory consultation/direction in disciplinary matters

**LICENSE OR CERTIFICATION -**

It is the employee's responsibility to maintain a license, credential, or required registration pertinent to their classification on a current basis. Any failure to do so may result in termination from Civil Service. Employees in this classification must:

- Possess a valid license as a psychologist issued by the California Board of Psychology and possession of an earned doctorate degree in psychology from an educational institution meeting the criteria of section 2914 of California's Business and Professions Code, or obtain licensure by completion of 4 years of service.

**TRAINING - Training Category = Type II General**

The employee is required to keep current with the completion of all required training.

**THERAPEUTIC STRATEGIC INTERVENTION (TSI)**

Supports safe working environment; practices the strategies and intervention that promote a therapeutic milieu; applies and demonstrates knowledge of correct methods in the management of assaultive behavior. Training provided during new employee orientation.

**WORKING CONDITIONS**

**EMPLOYEE IS REQUIRED TO:**

- Report to work on time and follow procedures for reporting absences;
- Maintain a professional appearance;
- Appropriately maintain cooperative, professional, and effective interactions with employees, patients/clients, and the public.
- Comply with hospital policies and procedures.
- The employee is required to work any shift and schedule in a variety of settings throughout the hospital and may be required to work overtime and float to other work locations as determined by the operational needs of the hospital.

All employees are required to have an annual health review and repeat health reviews whenever necessary to ascertain that they are free from symptoms indicating the presence of infection and are able to safely perform their essential job functions.

Regular and consistent attendance is critical to the successful performance of this position due to the heavy workload and time-sensitive nature of the work.

The incumbent routinely works with and is exposed to sensitive and confidential issues and/or materials and is expected to maintain confidentiality at all times.

The Department of State Hospitals provides support services to facilities operated within the Department. A required function of this position is to consistently provide exceptional customer service to internal and external customers.

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I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the Office of Human Rights).

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Date

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

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